**PROFESSIONAL DEVELOPMENT PLAN**

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| **Employee Information** | |
| First Name: | Last Name: |
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| Job Title: | Ministry/Division: |
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| **Direct Report to:** *(e.g. who is the employee directly reporting to Supervisor, Manager, Director, HoM)* | |
| Name: | Job Title: |
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| **Performance Period:** | |
| Start Date: | End Date: |
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| **Planned Review Dates:** | |
| Mid-Year Review Date: | Annual Performance Review Date: |
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| Instructions  This form is an annex to the Performance Management Policy and Guide, which outline the process for setting performance, training and development targets through planning, monitoring, evaluation, and appraisal. The Professional Development Plan should be completed in the following sequence using the Performance Management Guide to complete the Tables and Ratings:  Table 1: Planning Annual Performance Objectives, Job Description Key Results Areas (KRA) and Key Performance Indicators (KPI)  Table 2: Professional Development Plan Training and Development Needs  *To be completed by 31 July annually*  Table 3: Mid-Year Performance Progress Review of KRA Targets from Tables 1 & 2 and  Table 4: Mid-Year Review of Standard of Demonstrating Conduct and Public Sector Values  *To be completed by 31 December annually*  Table 5: Annual Performance Appraisal of KRA Targets from Table 1 and  Table 6: Annual Review of Standard of Demonstrating Conduct and Public Sector Values  *To be completed by 30 June annually* |

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| **TABLE 1: Annual Performance Objectives, Job Description Key Result Areas (KRAs)** | | | |
| ‘Line of sight’ is a phrase used to understand how the job that an employee does on a day-to-day basis, contributes to the Public Sector, Agency, and Government success.  Employees who have a clear line of sight between their job and the Agency’s purpose and direction are more likely to be engaged and effective because they have clear understanding of what they will be responsible for contributing to make the Agency successful in the performance year.  In the space below agree on what the employee thinks their ‘line of sight’ is? How does what they do on a day-to- day basis contribute to the Agency’s and Divisions’ success? Develop their ‘line of sight’ statement?  **Line of Sight Statement:**  Employer and employee are to discuss and agree on the KRAs that will be the priority for this Financial year:   * Targets to be reached by the employee that will support the achievement of the Agency goals linked to the Annual Business Plan * Measures to how the employee will reach each of the targets * Evidence to describe the actions to reach the target * Timeline for each target to be achieved * Additional work not included in the Job Description but agreed with the Direct Report as a priority for this year should be added in Table 1 | | | |
| **Targets (KRAs)** | **Measures (KPIs)** | **Evidence** | **Timeline** |
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| **TABLE 2: Professional Development and Training Development Needs** | | | |
| This table can be for work goals and/or as part of professional career development. The individual development plan feeds into the Agency Training and Development and Workforce Plans each year. Employer and employee should discuss and agree on the training and development that may be required to enhance performance. | | | |
| **Areas for Development** | **How will this development be achieved?**  e.g.Mentoring, workshops, training | **When will the training start?** | **How will the benefits of the training be assessed?** |
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| **Signatures confirming performance expectations for the year**  The signatures below indicate that the Direct Report has discussed and agreed with the employee the contents of the Performance Objectives and Professional Development Plan. | | | |
| **Employee’s Name and Signature** |  | **Date:** |  |
| **Direct Report’s Name and Signature** |  | **Date:** |  |

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| **TABLE 3: Mid-Year Performance Progress Review Targets from Tables 1 and 2** |
| The Employee cuts and pastes the targets (KRA) from Table 1 and development plans from Table 2 and insert below. Both Employee and Direct Report add comments on progress, issues, and challenges and provide a rating.  Employers with their employees:   * Look at what has been observed, discussed, and agreed through informal and formal sessions throughout the year – the notes written, and evidence collected along the way. * Looks at evidence for achievement of targets as per the measures that have been agreed during the goal setting stage and noted in the Professional Development Plan (PDP). * The Employee and Direct Report then agree on an overall rating. * Use the Annual Performance Appraisal Ratings Descriptors for Achievement of Targets contained in the Performance Management Policy Guide to decide on a rating for each Target. * Only whole numbers can be used in rating. * The average is calculated by taking the Total Rating Score and dividing it by the number of Targets recorded. |

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| **5** | **4** | **3** | **2** | **1** |
| Exceptional Performance | Above average performance | Performance meets expectations | In development or needs improvement | Unsatisfactory, poor performance |

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| **Targets (KRAs)** | **Employee’s Comments:** | **Rating**  **(1-5)** | **Direct Report’s Comments:** | **Rating**  **(1-5)** | **Agreed**  **Overall Rating**  **(1-5)** |
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| **Total Rating Score** |  | **Total Rating Score** |  |  |
| **FINAL AVERAGE SCORE AND PERFORMANCE RATING:** *(round up or down to the nearest whole number)* | | | |  |

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| **TABLE 4: Mid-Year Review of Standard of Demonstrating Public Service Values** |
| **Public Service Values:** Honesty + Impartiality + Service + Transparency + Accountability + Respect + Effective + Efficiency  (Select a score out of 5 for each value using the Public Service Values Rating Criteria included in the Performance Management Policy Guide (Annex 02) |

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| **5** | **4** | **3** | **2** | **1** |
| Exceptional Performance | Above average performance | Performance meets expectations | In development or needs improvement | Unsatisfactory, poor performance |

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| **Public Sector Values** | | | | | | | | | | | | | **Employee Rating** | **Direct Report Rating** | **Agreed**  **Overall Rating** |
| **HONESTY:**  Acting honestly, being truthful, and abiding by the laws of the Cook Islands. | | | | | | | | | | | | |  |  |  |
| **IMPARTIALITY:**  Providing impartial advice, acting without fear or favour, and making decisions on their merits. | | | | | | | | | | | | |  |  |  |
| **SERVICE:**  Serving the people well through faithful service to the government of the Cook Islands. | | | | | | | | | | | | |  |  |  |
| **TRANSPARENCY:**  Taking actions and making decisions in an open way. | | | | | | | | | | | | |  |  |  |
| **ACCOUNTABILITY:**  Being able to explain the reason for actions taken and taking responsibility for those actions. | | | | | | | | | | | | |  |  |  |
| **RESPECT:**  Treating the people, the Government of the Cook Islands, and colleagues with courtesy and respect. | | | | | | | | | | | | |  |  |  |
| **EFFICIENCY AND EFFECTIVESNESS:**  Achieving good results for the Cook Islands in an economical way. | | | | | | | | | | | | |  |  |  |
| **Take the Final Numeric Rating and divide by 7 to get your Average Numeric Rating then transfer this number to the Average Numeric Rating Achieved column below. The final Alphabetical Rating achieved will determine the Final Conduct Rating** | | | | | | | | | | | | | **Final Numeric Rating** | |  |
| **Potential Rating** | **Average Numeric Rating Achieved** | | | **Alphabetical Rating Achieved** | | **Final Conduct Rating** | | | | | | | | |  |
| 4 or 5 |  | | | **A** | | **You are a role model and embody the Public Service Values** | | | | | | | | | |
| 3 or 2 |  | | | **B** | | **You demonstrate the Public Service Values** | | | | | | | | | |
| 1 |  | | | **C** | | **You do not Demonstrate all of the Public Service Values** | | | | | | | | | |
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| **Mid-Year Performance Rating:** | |  | | | **Mid-Year Conduct Rating:** | |  |  | |
| **Employee’s Overall Comment:** | | | | | | | | | | | | | | | |
| **Direct Report’s Overall Comment and Recommendation to Head of Ministry:** | | | | | | | | | | | | | | | |
| **Signatures confirming Mid-Year Performance Progress and Conduct** | | | | | | | | | | | | | | | |
| **Employee’s Name and Signature** | | |  | | | | | | **Date:** | |  |  | | | |
| **Direct Report’s Name and Signature** | | |  | | | | | | **Date:** | |  |  | | | |

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| **TABLE 5: Annual Performance Appraisal of Targets from Table 1 and 2** | | | | | | | | | |
| Employers with their employees:   * Look at what has been observed, discussed, and agreed through informal and formal sessions throughout the year – the notes written, and evidence collected along the way. * Takes note of the discussions and agreements on expected achievements during the mid-year review session. * Looks at evidence for achievement of targets as per the measures that have been agreed during the goal setting stage and noted in the Professional Development Plan (PDP). * Use the Annual Performance Appraisal Ratings Descriptors for Achievement of Targets contained in the Performance Management Policy Guide to decide on a rating for each Target. | | | | | | | | | |
| **5** | **4** | | **3** | | | **2** | **1** | | |
| Exceptional Performance | Above average performance | | Performance meets expectations | | | In development or needs improvement | Unsatisfactory, poor performance | | |
| **Targets (KRAs)**  *(Copy and Paste from Tables 1)* | | **Employee’s Comments and Evidence**  *Overall Achievement, Outstanding work, Issues and challenges* | | **Rating**  **(1-5)** | **Employer’s Comments and Evidence**  *Overall achievement, Outstanding work, Issues and Challenges* | | | **Rating**  **(1-5)** | **Agreed**  **Overall Rating**  **(1-5)** |
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| **Employee Total Rating Score** | | | |  | **Agreed Total Rating Score** | | | |  |
| **To calculate the average rating score, take the Agreed Total Rating Score and divide by the number of Targets. Transfer this number to the Final Average Score and Performance Rating column below. Round up or down to the nearest whole number.** | | | | | | | | | |
| **FINAL AVERAGE SCORE AND PERFORMANCE RATING** | | | | | | | | |  |

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| **TABLE 6: Annual Review of Standard of Demonstrating Public Service Values** |
| **Public Service Values:** Honesty + Impartiality + Service + Transparency + Accountability + Respect + Effective + Efficiency  (Select a score out of 5 for each value using the Public Service Values Rating Criteria included in the Performance Management Policy Guide Annex 02) |

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| **5** | **4** | **3** | **2** | **1** |
| Exceptional Performance | Above average performance | Performance meets expectations | In development or needs improvement | Unsatisfactory, poor performance |

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| **Public Sector Values** | | | | | | | | | | | | | **Employee Rating** | **Direct Report Rating** | **Agreed**  **Overall Rating** |
| **HONESTY:**  Acting honestly, being truthful, and abiding by the laws of the Cook Islands. | | | | | | | | | | | | |  |  |  |
| **IMPARTIALITY:**  Providing impartial advice, acting without fear or favour, and making decisions on their merits. | | | | | | | | | | | | |  |  |  |
| **SERVICE:**  Serving the people well through faithful service to the government of the Cook Islands. | | | | | | | | | | | | |  |  |  |
| **TRANSPARENCY:**  Taking actions and making decisions in an open way. | | | | | | | | | | | | |  |  |  |
| **ACCOUNTABILITY:**  Being able to explain the reason for actions taken and taking responsibility for those actions. | | | | | | | | | | | | |  |  |  |
| **RESPECT:**  Treating the people, the Government of the Cook Islands, and colleagues with courtesy and respect. | | | | | | | | | | | | |  |  |  |
| **EFFICIENCY AND EFFECTIVESNESS:**  Achieving good results for the Cook Islands in an economical way. | | | | | | | | | | | | |  |  |  |
| **Take the Final Numeric Rating and divide by 7 to get your Average Numeric Rating then transfer this number to the Average Numeric Rating Achieved column below. The final Alphabetical Rating achieved will determine the Final Conduct Rating** | | | | | | | | | | | | | **Final Numeric Rating** | |  |
| **Potential Rating** | **Average Numeric Rating Achieved** | | | **Alphabetical Rating Achieved** | | **Final Conduct Rating** | | | | | | | | |  |
| 4 or 5 |  | | | **A** | | **You are a role model and embody the Public Service Values** | | | | | | | | | |
| 3 or 2 |  | | | **B** | | **You demonstrate the Public Service Values** | | | | | | | | | |
| 1 |  | | | **C** | | **You do not Demonstrate all of the Public Service Values** | | | | | | | | | |
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| **Annual Performance Rating:** | |  | | | **Annual Conduct Rating:** | |  |  | |
| **Employee’s Overall Comment:** | | | | | | | | | | | | | | | |
| **Direct Report’s Overall Comment and Recommendation to Head of Ministry:** | | | | | | | | | | | | | | | |
| **Signatures confirming Annual Performance Progress and Conduct** | | | | | | | | | | | | | | | |
| **Employee’s Name and Signature** | | |  | | | | | | **Date:** | |  |  | | | |
| **Direct Report’s Name and Signature** | | |  | | | | | | **Date:** | |  |  | | | |